


How to Subscribe to AMS Internal Updates, AMS Voice Newsletter and Other AMS Topics

Please note, these instructions are only for AMS employees.

Step 1: Sign Up

1. Visit the [AMS internal quick subscribe page](http://www.ams.usda.gov/about-ams/employee-subscribe) or copy & paste link www.ams.usda.gov/about-ams/employee-subscribe. **Do not forward** this link to anyone outside of AMS.
Those outside of the agency should click the red envelope GovDelivery icon on the home page to subscribe to updates intended for the public: 
2. Enter your email address and click the “Submit” button.
3. On the “New Subscriber” page, confirm your email address, select an “Email Delivery Preference” option and create an optional password (highly recommended).
4. Enter the “Submit” button, and you will be taken to the “Subscription Topics” page.

Step 2: Subscribe to the Voice and Choose Other AMS Topics of Interest

1. Under “Subscription Topics,” look for the “AMS Internal Newsletters” category. Click the checkbox next to “The AMS Voice e-newsletter & AMS Internal Updates” topic under that category.
2. You can also subscribe to other topics covering all aspects of AMS’ mission. Browse the “Subscription Topics” categories and topics of interest. Click on the “+” sign to expand categories and topics.
3. If you want to receive e-mail updates for a particular category or topic, click the checkbox next to that category or topic. If you choose a category, you’ll receive updates for all the topics under that category.
4. Save your topics by clicking the “Submit” button at the bottom of the page. You will be taken to the “Questions” page.

Step 3: Fill in the Information on the “Questions” Page (THIS IS VERY IMPORTANT)

1. Enter your first and last name, select whether you are a headquarters (DC) or field employee and, if you are a field employee, select your state from the dropdown box.
2. Click the “Submit” button.